

**Summary of
Board of Directors Teleconference
June 3, 1998**

The Board of Directors of the National Environmental Laboratory Advisory Conference convened by teleconference on Wednesday, June 3, 1998 at 1:30 p.m. The meeting was led by the Board Chair, Ms. Carol Batterton. The action items are shown in Attachment A and the list of participants are shown in Attachment B.

Approval of Minutes

The minutes from the April 23, 1998 meeting were approved.

Status of PT Committee regarding NIST as PTOB

Dr. Ken Jackson reported that Ms. Anne Rhyne, Chair of the PT Committee, had sent a letter to Ms. Batterton stating that at this time the PT Committee cannot recommend NIST as the PT oversight body and listing the issues that need to be addressed before they can make that recommendation. Dr. Bob Graves and Ms. Wendy Blake-Coleman responded to this letter saying that a meeting should be held to resolve these issues. A number of teleconferences have been scheduled with the first being held on May 29, 1998. A face-to-face meeting of the EPA representatives, the PT Committee and NIST representatives is scheduled for June 18, 1998, in the Washington, D.C. area.

Dr. Jackson gave a brief overview of the May 29 teleconference. He felt that there was good cooperation between NIST and the PT Committee. Mr. Willie May, NIST, stated that NIST cannot be a PTOB because it does not have regulatory authority. The PT Committee identified this as a major issue and in a meeting on June 2 discussed the possibility of having a two tiered system. First, Chapter 2 will have to be rewritten and second, have a caucus of state representatives to review data from the Providers (resulting from NIST accreditation) and make recommendations to NELAP regarding approval or disapproval. Ms. Jeanne Mourrain stated that she will talk to Mr. Jim Cigler and Mr. May regarding NIST's concerns regarding the PTOB. Ms. Betsy Dutrow will meet with EPA and NIST attorneys to see if this issue can be resolved.

Dr. Jackson also reported that the PT Committee wants to change extending the status quo from 2 years to the next annual meeting (NELAC V) and put in language to say that the present standards will be maintained.

State Selection of PT Providers

Ms. Mourrain stated that she had a discussion with Senator Romney's (State of Michigan) staff. They indicated that their legislation may specify a PT Provider and that everyone accredited under their program will have to use this PT Provider. This is being done for consistency. The Board

feels that this is acceptable if they grant reciprocity to laboratories accredited by other states, using other PT Providers.

Oversight of Laboratory Assessor Training, Status of Method Checklists

Dr. Charles Hartwig reported on the On-site Assessment Committee meeting. He reported that Mr. Mike Ross of the Registration Accreditation Board had been contacted by the Committee. Mr. Ross explained that RAB accredited course providers according to the standards of what the course would be. The initial accreditation is \$5,000 and can be assessed against the course provider and not against NELAC. It is a 3-year accreditation program but they evaluate annually.

Dr. Hartwig also reported on the discussion the On-site Assessment Committee had regarding checklists. He stated that they don't disagree philosophically. There are no standards for PBMS and currently the process is prescriptive toward methodology. Dr. Hartwig advised them to gear the checklist toward a quality standard. After some discussion regarding referring this issue to the Transition Committee, the Board suggested that the Transition Committee contact the On-site Committee about this. Ms. Finazzo pointed out that there is an EMMC working group that is working on a checklist for PBMS and that NELAC should connect to this group. Dr. Hartwig will ask Bob Runyon, who is on this work group, to contact Mr. Wayne Davis of the On-site Assessment Committee. It was agreed not to contact the Transition Committee until after the next Board meeting.

Qualifications for Accrediting Authority Assessors

Ms. Mourrain stated, according to Chapter 6, that anyone who serves on the accrediting authority must be an **active** laboratory assessor. Dr. Jackson stated that he has been invited by John Anderson, Chair of the Accrediting Authority Committee, to address the committee on this issue. Ms. Batterton will send an email to John Anderson asking them to reconsider their position on this issue and stating that the Board does not support it.

Status of Preparations for NELAC IV

Ms. Batterton gave an overview of what is scheduled for NELAC IV. She stated that guest speakers have been lined up for the luncheons (Messrs. Parr and Wibby will summarize the state meetings that they have given and a local person will speak on "Leadership - Cowboy Style"). Ms. Mourrain explained the proposed voting process as suggested by Gene Tatsch of RTI. The Board feels that the present system is fine. Ms. Batterton stated that she was going to ask John Anderson to serve as Parliamentarian for the Annual Meeting. Ms. Wentworth reported that training for accrediting authority assessors will be given in San Antonio on June 27 and 28 for federal and state officials. A meeting of the Board and Chairs will be scheduled for 8:30 a.m. on Monday, June 29, 1998.

Letter from AAPCO Regarding State FIFRA Laboratories

Ms. Mourrain stated that this letter should go to Ms. Pauline Bouchard of the Program Policy and Structure Committee. This committee will address the issue of whether the state FIFRA laboratories should be excluded from NELAC.

Chuck Wibby's fax - calendar days vs. working days

Mr. Wibby, in his fax to the Board, pointed out that working days is not the same in all states. The Board reversed their position and voted that the wording in the standards remain as calendar days. Ms. Batterton will contact the chairs of the committees to get their vote on this issue.

Status of Processing Accrediting Authority Applications

Ms. Carolyn Cross reported that completed packages had been sent to the Regions for the following states: VA, FL, IL, KS, NH, NJ, NY, UT and CA. Ms. Mourrain reported that the Regions are in the process of getting a state person on the assessor team and that the NJ audit will be on August 26, 1998. Colorado, at the present time, is the only state that has had an assessment.

Status of Quality Systems/EMMC Discussions

Ms. Batterton reported that Ms. Silky Labie stated that the Quality Systems Committee had asked for EPA consensus on the issues. She still plans to have the special meeting in San Antonio (Tuesday, June 30 at 5:00 p.m.) to discuss the issue of flexibility.

Report from the Nominating Committee

Dr. Hartwig reported that Ms. Donna Moser has withdrawn her name as nominee to the Board. Ms. Jackie Sample, Department of the Navy, has been recommended by the committee members for the nomination. Dr. Hartwig contacted Ms. Sample and she is willing to accept the nomination to serve on the Board. He will contact Ms. Sample and have her prepare a brief biographical sketch which will be posted on the bulletin board.

Waste Testing and Quality Assurance Symposium - NELAC Representation ?

This meeting is scheduled July 13 - 15, 1998 in Arlington, VA. Ms. Batterton reported that there were several issues relating to NELAC on the agenda. Ms. Mourrain stated Ms. Betsy Dutrow may attend the meeting. Ms. Wentworth, Mr. Fred Haeberer and staff from Region 2 will be attending.

Committee of the Year Suggestion

The Board nominated a “Committee of the Year.” Ms. Batterton is to ask Ms. Sue Phillips, TNRCC, to change the Presentation of Awards to show the presenter as Ms. Wentworth.

Other Business

Ms. Finazzo reported that the mailing list for EPA needs to be updated. She offered to provide new names.

The next conference call will be on June 18, 1998.

Action Items
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Item No.	Action	Date Completed
1.	Ms. Mourrain is to contact NIST to clarify the issue of their being a PTOB.	
2.	Dr. Hartwig is to advise the On-site Assessment Committee to continue to investigate the possible use of RAB as a training course provider.	
3.	Dr. Hartwig will contact Mr. Bob Runyon to have him contact Mr. Wayne Davis, On-site Assessment Committee, regarding PBMS checklists.	
4.	Ms. Batterton will send an email to John Anderson stating that the Board does not support the statement in Chapter 6 that an accrediting authority assessor must be an active laboratory assessor.	
5.	Ms. Batterton is to send the AAPCO letter to Ms. Bouchard of the Program Policy and Structure Committee for their action.	
6.	Ms. Batterton will contact the Committee Chairs for their vote regarding the issue of using calendar days rather than working days.	
7.	Dr. Hartwig will contact Ms. Jackie Sample and have her submit a brief biographical sketch or posting on the bulletin board.	
8.	Ms. Batterton is to have Ms. Phillips change the agenda to show Ms. Wentworth as the Presenter for the awards.	

List of Participants
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Name	Affiliation	Telephone Numbers
Ms. Carol Batterton, Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us
Dr. Ken Jackson, Chair-elect	NY Dept. of Health	Tel: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org
Dr. Charles Hartwig, Past Chair	FL Dept. Of Health	Tel: 904-791-1550 Fax: 904-791-1567 email: charles_hartwig@dcf.state.fl.us
Dr. Charles Brokopp	UT Division of Laboratory Services	Tel: 801-584-8405 Fax: 801-584-8486 email: cbrokopp@state.ut.us
Dr. Ron Cada	CO Dept. Of Health	Tel: 303-692-3096 Fax: 303-344-9989 email: ron.cada@state.co.us
Dr. Marcia Davies	DOD	Tel: 402-697-2555 Fax: 402-697-2595 email: marcia.c.davies@usace.army.mil
Ms. Betsy Dutrow, Executive Secretary (Absent)	USEPA, ORD	Tel: 202-564-9061 Fax: 202-565-2441 e-mail: dutrow.elizabeth@epamail.epa.gov
Ms. Barbara Finazzo	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 e-mail: finazzo.barbara@epamail.epa.gov
Dr. Gary King (Absent)	New Mexico Legislature	Tel: 505-872-3508 Fax: 505-872-6827 e-mail:
Ms. Jeanne Mourrain, Director	USEPA, ORD	Tel: 919-541-1120 Fax: 919-541-4261 e-mail: mourrain.jeanne@epamail.epa.gov
Dr. Jim Pearson	Virginia Div. of Consolidated Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 e-mail: jpearson@dgs.state.va.us

Ms. Nancy Wentworth (Invited guest)(absent)	USEPA, ORD	Tel: 202/564-6830 Fax: 202-564-2441 e-mail: wentworth.nancy@epamail.epa.gov
Ms. Carolyn Cross (Recorder)	USEPA, ORD	Tel: 919-541-3151 Fax: 919-541-4261 e-mail: cross.carolyn@epamail.epa.gov